



Join Us In Measuring Progress

A Monthly
Assessment Newsletter
January 2004

The Montana Comprehensive Assessment System (MontCAS)
Information on the Montana Comprehensive Assessment System, Phases 1 and 2

Welcome to January JUMP, the Office of Public Instruction Assessment Newsletter. This issue provides essential information about statewide spring test. Please print this JUMP and all the materials as they become available.

January JUMP contains the following information:

- **Future of the NRT Survey**
- **Ethnicity coding**
- **Time requirements for statewide testing**
- **Test administration training schedule**
- **Test administration training site information**
- **Link to register for training**
- **Materials for training**
- **Link to materials for training**
- **Testing timelines**
- **Student Participation in the CRT-Alternate**



Linda McCulloch, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501
www.opi.state.mt.us

Assessment for Learning

The Future of the NRT Survey

Thank you to all the school systems that responded to the OPI survey on the Future of the Norm-Referenced Test (NRT). OPI received survey responses from 153 school districts. The results of the survey will be analyzed and presented to State Superintendent Linda McCulloch and the Assessment Task Force of the Board of Public Education in mid-January 2004. The Assessment Task Force will meet on January 26th in Helena to develop a recommendation on the future of the NRT to the Board of Public Education.

OPI would like to extend a special thank you to Wes Snyder of the University of Montana for his assistance in developing the survey and preparing a written analysis of the results. For more information on the survey instrument, go to <http://www.opi.state.mt.us/Assessment>. OPI Contact: Judy Snow, State Assessment Director, 406-444-3656, or jsnow@state.mt.us.

Coding of Ethnicity for Spring 2004 Statewide Testing

For MontCAS Phase 1(the NRT--the Iowa Tests) and Phase 2 (the CRT--Measured Progress), racial/ethnicity coding will be limited to one of the following:

- **American Indian or Alaska Native**
- **Asian**
- **Black or African American**
- **Hispanic**
- **Native Hawaiian or Other Pacific Islander**
- **White**

These categories are consistent with the Fall Enrollment MAEFAIRS Count. The "Other" category will not be used.

Ethnicity coding should be bar coded in advance or filled out by school personnel after the test is given. According to Catherine Warhank, OPI staff attorney, premarking ethnicity based on enrollment information from students/parents is appropriate.

JOIN US IN MEASURING PROGRESS

Time Requirements for Spring 2004 Statewide Testing MontCAS Phase 1, the Iowa Tests

	Grade 4	Grade 8	Grade 11
Reading	70 minutes • Vocabulary (15) • Reading Comprehension (55)	70 minutes • Vocabulary (15) • Reading Comprehension (55)	55 minutes • Vocabulary (15) • Reading Comprehension (40)
Language Arts	66 minutes • Spelling (12) • Capitalization (12) • Punctuation (12) • Usage and Expression (30)	66 minutes • Spelling (12) • Capitalization (12) • Punctuation (12) • Usage and Expression (30)	50 minutes • Revising Written Materials (40) • Spelling (10)
Mathematics	75 minutes • Concepts (25) • Estimation (5) • Problem Solving/Data Interpretation (30) • Computation (15)	75 minutes • Concepts (25) • Estimation (5) • Problem Solving/Data Interpretation (30) • Computation (15)	55 minutes • Concepts and Problem Solving (40) • Computation (15)
Social Studies	30 minutes	30 minutes	40 minutes
Science	30 minutes	30 minutes	40 minutes
Sources of Information	55 minutes • Maps and Diagrams (30) • Reference Materials (25)	55 minutes • Maps and Diagrams (30) • Reference Materials (25)	20 minutes
Total Time	5 hrs., 26 min.	5 hrs., 26 min.	4 hrs., 20 min.

MontCAS Phase 2, the Criterion-Referenced Test (CRT)

Recommended Testing Schedule

Session	Activity	Estimated Session Time
DAY 1		
General & Reading		
	General Instructions	Approximately 10 minutes
	Break	
Session 1	Reading Session 1	Approx. 45 minutes
DAY 2		
Reading		
Session 2	Reading Session 2	Approx. 45 minutes
	Break	
Session 3	Reading Session 3	Approx. 45 minutes
DAY 3		
Mathematics	Calculators are allowed	
Session 1	Mathematics Session 1 (calculators are allowed)	Approx. 45 minutes
	Break	

JOIN US IN MEASURING PROGRESS

Session 2A	Mathematics Session 2A (calculators are allowed)	Approx. 20 minutes
DAY 4 Mathematics	Calculators are NOT allowed	
Session 2B	Mathematics Session 2B (calculators are NOT allowed)	Approx. 20 minutes
	Break	
Session 3	Mathematics Session 3 (calculators are NOT allowed)	Approx. 45 minutes

Test Administration Training Sessions Scheduled

Test administration training for both phases of the Montana Comprehensive Assessment System will be offered on Feb. 12 and 13, 2004 by statewide video conference. The session on February 12 is intended for test coordinators. The session on February 13 is essential for special education directors and special education teachers especially those whose students qualify for the CRT-Alternate. Both sessions will be videotaped and available for checkout. To make check out arrangements, please contact Raelen Williard at the OPI Resource Center, 406-444-2082 or rwilliard@state.mt.us

Two follow-up Alternate Assessment Question and Answer sessions will be offered. On Feb. 18, the Q&A session will be offered online via video stream. On Feb.19, the session will be offered by videoconference.

The schedule, site information, and links to registration and training materials to download and print follow.

Training Schedule

MontCAS Test Administration	MontCAS Alternate Assessment Administration	Follow-up MontCAS Alternate Assessment Administration	Follow-up MontCAS Alternate Assessment Administration
Feb. 12, 8:30 am - 3:00 pm	Feb. 13, 8:30 am - 3:00 pm	Feb. 18, 2:00 pm - 4:00 pm	Feb. 19, 9:00 am - 11:00 am (repeat of Feb. 18)
Video Conference	Video Conference	Live Online Video Stream	Interactive video conference
For test coordinators and administrator	<ul style="list-style-type: none"> • For special education directors and teachers • Test coordinators welcome 	<ul style="list-style-type: none"> • For special education directors and teachers • Test coordinators welcome 	<ul style="list-style-type: none"> • For special education directors and teachers • Test coordinators welcome

Training Site Information

City	Site	Address	Parking	Seating Capacity	Feb. 12	Feb. 13	Feb. 19
Billings	MSU--Billings College of Education and Human Services, Room 159	1500 No. 30 th Street,	For an advance temporary parking permit, contact Security at 406-657-2147. Otherwise, stop at the Security office the day of the conference in the parking garage on Poly.	45			
Bozeman	MSU, EPS Building, Burns Center, Room 126	So. 7 th and Grant	Pay lot across the street at the corner of S. 7th and Grant	30			
Butte	Montana Tech, EICB, Room 231	1300 West Park Street	Visitor and decal parking are available near the site. If you can't find a visitor spot, park in a decal one. If you get a ticket, call the site coordinator, Cookie Sheehan, 406-496-4242.	36			
Dillon	UM--Western, Library, Montana Room, 2 nd Floor	710 South Atlantic	Free parking on site	35			
Glendive	Glendive Medical Center	202 Prospect Drive	Free parking on site	50			NA
Glasgow	Frances Mahon Deaconess Hospital	621 3 rd Street South	Free parking on site	30			NA
Great Falls	MSU--Great Falls Room B-103	2100 16 th Ave. South	Free parking on site	24			
Havre	MSU--Northern Hagner Science Center, Room 202	300 11 th Street West	Free parking at site except when marked as reserved.	18			
Helena	Department of Public Health and Human Services, Lower Level Auditorium	111 Sanders Street	Free parking at site in lot behind building.	100			

JOIN US IN MEASURING PROGRESS

Training Site Information Continued

Libby	Libby School District Central Office, Board Room	724 Louisiana Av (across from McDonalds)	Free parking on site	20			
Malta	Phillips County Hospital, West Wing Telemedicine Room	417 S. 4 th St. East		8			
Kalispell	Kalispell Regional Medical Center	310 Sunnyview Lane, Buffalo Hill Conference Center, Bear Grass Room	Free parking on site	22			
Miles City	Miles Community College	2715 Dickenson Street, Room 106	Free parking on site	40	NA	NA	
Miles City	Eastern Montana Community Mental Health	2508 Wilson	Free parking on site	20			NA
Missoula	University of Montana, Gallagher Building, Room 104	Corner of Arthur and Eddy	Limited space at the pay lot in front of the Gallagher Bldg. on the side facing Arthur. Parking permits are available at UOM through the campus security and can be arranged in advance. The contact person is Shelley Harshbarger at 406-243-6131 by phone and the fax number is 406-243-4298.	30			
Pablo	Salish Kootenai Tribal College, Building #50, the Distance Education Building	Highway 93	Free parking on site	20			
Sidney	Sidney Health Center	216 14 th Avenue SW	Free parking on site	40			NA

JOIN US IN MEASURING PROGRESS

To Register visit: <http://www.opi.state.mt.us/RegForms/Spring2004/>

Training Materials:

<http://www.opi.state.mt.us/Assessment/Index.html#materials>

Materials for Feb. 12	Materials for Feb. 13, 18, and 19
Iowa Test Power Point, 2004 Iowa Test Coordinators Guide, 2004 CRT Power Point, 2004 CRT Test Coordinators Manual CRT Test Administrators Manual CRT Principals Certification Form CRT Materials Verification Form CRT Student Response Booklet	Iowa Test Alternate Assessment Power Point, 2004 Iowa Test Coordinators Guide, 2004 Iowa Test Assessment Handbook, 2002* Iowa Test Alternate Assessment Scale, Grade 4, 2002 * Iowa Test Alternate Assessment Scale, Grade 8, 2002* Iowa Test Alternate Assessment Scale, Grade 11, 2002* CRT Alternate Assessment Power Point, 2004 CRT Test Coordinators Manual, 2004 CRT-Alternate Administration Manual, 2004 CRT-Alternate Expanded Benchmarks, 2004 CRT Student Response Booklet, 2004 *systems and schools may have printed copies left from previous years

Statewide Testing Timelines

Below are tables of timelines for phases 1 and 2 of MontCAS. Please print and keep them handy. Please note the last days for shipping materials to the testing companies are April 5 for the Iowa Tests (MontCAS Phase 1) and April 22 for the Criterion-Referenced Tests (MontCAS, Phase 2). Those deadlines are critical for state results and reports and for AYP determination.

MontCAS Phase 1, the Iowa Tests

Feb. 6, 2004	Training materials available online
February 9–11, 2004	Riverside Publishing delivers all pretest packages to System Test Coordinators.
February 12–13, 2004	OPI conducts test administration video conferences.
February 17–23, 2004	Riverside Publishing delivers new answer documents, Grade 4 Practice Tests, and Montana Guides for Test Coordinators and Administrators to systems.
Feb. 18 and 19, 2004	OPI conducts follow up sessions on alternate assessment sessions via live video stream and video conference
February 24– March 3, 2004	Systems provide local training sessions for test administrators.
February 24– March 5, 2004	Systems inventory and distribute testing materials. Use the Fax Me! form found in the pretest package to order additional materials.
March 3–5, 2004	Systems administer Grade 4 Practice Tests. (Optional)
March 8–26, 2004	Testing Window

JOIN US IN MEASURING PROGRESS

April 5, 2004	Last day for systems to return completed answer documents to the Riverside Scoring Center.
March 15–April 7, 2004	Tests scored at the Riverside Scoring Center. Stage 1 reports will be scored on a first-in-first-out basis, and mailed approximately 15 business days from the date the tests are received by Riverside in a scorable condition.
April 22–May 5, 2004	Systems review their score reports. Each system must review their Iowa Test score reports within ten business days of receipt for discrepancies that affect system summary results. All discrepancies will be reported to Judy Snow at the Montana Office of Public Instruction for evaluation and approval. Additional information can be found in the System Test Coordinator's pretest package.
MontCAS Phase 2, the Criterion-Referenced Test (CRT)	
Feb. 6, 2004	Test administration materials online
February 12–13, 2004	OPI conducts test administration video conferences.
Feb. 17- April 16, 2004	CRT-Alternate testing window
Feb. 18 and 19, 2004	OPI conducts follow up sessions on alternate assessment sessions via live video stream and video conference
Feb. 9, 2004	System Test Coordinators receive passwords to access CRT-Alternate test materials.
February 13, 2004	CRT-Alternate test materials online via password.
March 23, 2004	OPI mails February enrollment data information to school principals to assist in filling out Principal's Certification of Enrollment form (form included in CRT test material shipment) needed for AYP participation information.
March 24-25, 2004	Measured Progress delivers testing materials to systems.
March 24-25, 2004	Systems inventory and distribute testing material to schools. If additional materials are needed, contact MP.
March 26, 2004	Systems provide local training sessions for school test administrators.
March 29–April 16, 2004	Testing Window
April 22, 2004	Last day for systems to return completed answer documents to Measured Progress.
TBA--System reports will be available in September 2004 (after standard-setting).	Systems review their score reports. Each system must review their CRT score reports within ten business days of receipt for discrepancies that affect system summary results. All discrepancies will be reported to Judy Snow at the Montana Office of Public Instruction for evaluation and approval.

Student Participation in the CRT-Alternate

The Special Education Division at the Office of Public Instruction sent special education directors detailed guidance regarding student participation in the CRT-Alternate assessment. The complete guidance is online <http://www.opi.state.mt.us/SpecED/Guides.html#CRT>

The following assessment options for students with disabilities are available:

- Student takes the regular CRT with no accommodations
- Student takes the regular CRT with the use of accommodations
- Student takes the CRT-Alternate

Participation in the CRT-Alternate is determined by considering each of the following questions:

- ⊙ Does the student have an active IEP and receive services under the Individuals with Disabilities Education Act (IDEA)?
- Do the student's demonstrated cognitive abilities and adaptive behavior require substantial adjustments to the general curriculum?
- Do the student's learning objectives and expected outcomes focus on functional application of skills, as illustrated in the student's IEP's annual goals and short-term objectives?
- Does the student require direct and extensive instruction to acquire, maintain, generalize and transfer new skills?

If the answer is NO to any of the above questions, the student must participate in the regular CRT. If all answers are YES, the student is eligible to take the CRT-Alternate and the student is considered to be a student with a significant cognitive disability.

Special education directors and special education teachers whose students will be taking the CRT-Alternate should plan to attend the Feb. 13 video conference described above..